

DRAFT 4/24/06

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

MCFRS DRIVER CERTIFICATION PROCEDURE

Issued by: Fire Chief

Policy No. 23-07AMII

Authority: Montgomery County Code Section 21-2.(d)(4)

Supersedes: *Emergency Vehicle Driving/Operator Certification* Policy No.23-07AM

Effective Date:

SUMMARY: This policy provides comprehensive vehicle driver certification and refresher procedures by which Montgomery County Fire and Rescue Service (MCFRS) personnel may become and remain competent and safe drivers/operators of the diverse vehicles of the MCFRS apparatus fleet. This policy encompasses: application, training, and examination procedures for new drivers; driver/operator certification requirements for specific types of apparatus; incumbent driver training process; maintaining driving certification; driver incident/collision disposition/remedial action; and driver refresher requirements.

DEADLINE: Submit comments pertaining to the proposed policy to Beth Feldman, Montgomery County Fire and Rescue Service, 12th Floor, 101 Monroe Street, Rockville, MD 20850, by **May 31, 2006**. Comments may be e-mailed to beth.feldman@montgomerycountymd.gov

Section 1. **Purpose:** To provide comprehensive driver/operator certification and re-certification procedures and requirements for MCFRS drivers/operators of fire and rescue emergency and non-emergency response vehicles.

Section 2. **Applicability.** This policy applies to all operational personnel who intend to drive/operate fire and rescue emergency and non-emergency response vehicles for the Montgomery County Fire and Rescue Service.

Section 3. **Definitions.**

- a. **Aerial Operators Course.** A course delivered at the MCFRTA that provides training and instruction in basic aerial ladder truck operations, or the equivalent.
- b. **Breed of Apparatus.** Fire/rescue apparatus that perform the same function, using vehicles that have significantly different operating and design characteristics because they were produced by different manufacturers

- c. **Certification/Certified.** Achievement of status indicating that an individual has successfully completed the formal training process that qualifies MCFRS personnel to drive/operate specific styles and types of apparatus.
- d. **Certified Drivers List.** A database record maintained by the Safety Section Chief listing the names of Division of Fire and Rescue Operations (DFRO) and Division of Volunteer Services (DVS) personnel who are certified as MCFRS drivers/operators, indicating the specific vehicle type(s) and unit(s) they are certified to drive/operate.
- e. **Class “A”/Class “B” Vehicle Driver Training.** A training course delivered at the MCFRTA providing training in the emergency operations of heavy duty apparatus.
- f. **Driver/Operator.** A MCFRS individual who has successfully completed the training and certification requirements, and is therefore eligible to drive and operate specific types and breeds of fire and rescue service apparatus.
- g. **Driver/Operator Candidate.** A MCFRS individual who is at least 19 years old, and who has applied to his/her DFRS shift captain with the request to begin the driver training program.
- h. **Driver/Operator Trainee.** A MCFRS individual who is in the process of completing the driver training and certification requirements.
- i. **Driver/Operator Training Competencies.** A list of training requirements a MCFRS driver/operator must have successfully completed for each of the diverse types of apparatus operated in the MCFRS.
- j. **Driver Training Preceptor/Mentor.** A Firefighter III or Master Firefighter assigned by the station officer or LFRD training officer, as appropriate, to assist a driver trainee to successfully complete the requirements of the MCFRS driver certification process.
- k. **Emergency Service Apparatus.** Vehicles that include, but are not limited to command units, pumpers/engines, rescue engines, trucks/towers, rescue trucks, ambulances, rescue squads, brush trucks, tankers, and quints, specifically designed to serve the functions and requirements necessary to deliver firefighting, rescue, and emergency medical services equipment and certified staff to various emergency incident scenes.
- l. **Emergency Vehicle Operators Course (EVOC).** A training course delivered at the MCFRTA providing training in emergency vehicle operations for light and medium duty apparatus.
- m. **Exam (Practical).** A demonstration, scheduled by appointment, during which a driver/operator must show skills and abilities that meet the most recent published

year's NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and current MCFRS driver/operator training objectives.

- n. **Exam (Written).** A written demonstration during which a driver/operator must show knowledge, skills, and abilities that meet the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and MCFRS driver/operator training competencies.
- o. **Familiarization Check-out.** An in-station procedure used to certify an incumbent driver/operator on fire apparatus that is the same type as, but of a different breed, than apparatus the incumbent had previously been certified to drive/operate.
- p. **Integrated Emergency Command Structure (IECS)-Certified.** Achievement of status indicating that an individual has successfully completed mandatory training and service requirements, and is therefore certified to participate in the MCFRS chain of command at a specific rank.
- q. **Knowledge of Response Area.** A driver/operator's knowledge of the geographic area to which he/she is assigned or stationed. This may include knowledge of geographic characteristics, transportation infrastructure, and specific hazards and target zones that would facilitate a unit's safe and timely arrival on the emergency scene.
- r. **MCFRS Driver Training Coordinator.** The Division of Fire and Rescue Operations (DFRO) Captain assigned to the MCFRTA who is responsible for coordinating a comprehensive driver training, testing, and certification program.
- s. **MCFRS Training Officer.** The DFRO Assistant Fire/Rescue Chief assigned to the MCFRTA who is responsible for the development and delivery of firefighting, rescue, emergency medical services, and related training.
- t. **Montgomery County Fire and Rescue Training Academy (MCFRTA).** The portion of Montgomery County's Public Safety Training Academy building and grounds that are used for MCFRS training activities.
- u. **Performance Operational Checkout.** A documented demonstration of operational skills performed by a current driver/operator on a breed of apparatus that is significantly different from [the] one that individual was previously certified to operate.
- v. **Personnel.** For purposes of this policy, this definition includes IECS-certified MCFRS providers of firefighting, rescue, and emergency medical services.
- w. **Pumps and Hydraulics Course.** A course providing practical training and instruction in basic pumps and hydraulics, delivered at the MCFRTA.

- x. **Specialty Apparatus.** Equipment and vehicles including boat support units, breathing air units, specialty team vehicles, and other types of vehicles otherwise not defined in paragraph z. of this Section 3.
- y. **Staff.** Non-IECS certified MCFRS personnel, and administrative personnel or mechanics, who may be required to drive utility/support and staff vehicles in a non-emergency capacity.
- z. **Types of Apparatus.** Fire/rescue apparatus that is designed to perform different operational functions, including:
 - aa. **Light-Duty Apparatus.** A vehicle weighing less than 10,000 lbs. GVWR, including utility and support vehicles.
 - bb. **Heavy-Duty Apparatus.** A vehicle weighing over 26,000 lbs. GVWR, including:
 - 1. **Engine.** Apparatus with a permanently-mounted pump that has a rated discharge of 1000 GPM or greater; carries hose and water; and has water pumping ability that meets or exceeds the current NFPA 1901 *Standard for Automotive Fire Apparatus*.
 - 2. **Quint.** A straight chassis vehicle or tractor trailer equipped with an aerial ladder or platform; minimum 1000 GPM water pump; carrying ground ladders, hose, and water; that meets or exceeds the current NFPA 1901 *Standard for Automotive Fire Apparatus*.
 - 3. **Rescue Engine.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory for a Rescue Engine.
 - 4. **Rescue Squad.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory, including lighting, generator, hydraulic tools, thermal imaging device, etc., that fulfills a supporting role in fire attack and patient extrication.
 - 5. **Rescue Truck.** Apparatus equipped with rescue equipment that meets the requirements of the Fire and Rescue Commission's standard minimum equipment inventory for a Rescue Truck.
 - 6. **Tanker.** Apparatus equipped with at least a 750 GPM water pump and a minimum 1500-gallon water tank, used primarily to transport a water supply for firefighting in non-hydranted areas. For purposes of driver training, Engine Tankers are considered Tankers.

7. **Truck/Tower.** A straight chassis or tractor-trailer vehicle, with an aerial ladder or elevated platform, that meets or exceeds the current NFPA 1901 *Standard for Automotive Fire Apparatus*.
- cc. **Medium-Duty Apparatus.** A vehicle weighing between 10,0001- 26,000 lbs., GVWR, including:
 1. **EMS Unit.** An Advanced Life Support (ALS) or Basic Life Support (BLS) Unit.
 2. **Brush Truck.** A four-wheel drive vehicle with a pump, water tank, and hose used primarily to mitigate woods or brush fires.
- dd. **Utility/Support Vehicle.** Automobiles, pick-up trucks, sport utility vehicles, vans, or mechanics' vehicles.

Section 4. Policy Statement. All MCFRS **personnel** who **drive/operate** emergency vehicles must successfully complete a driver training program based on the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*, and the MCFRS **driver/operator training competencies**, before being **certified** to **drive/operate** an MCFRS emergency vehicle.

- a. All **personnel** who are **certified** on the effective date of this Policy will retain their current **driver/operator** status, as authorized and documented by the Fire Chief.
- b. A new **driver/operator** who is certifying on different **types of apparatus (Engine, Truck or Rescue Squad)** must successfully complete the requirements in the **certification** process for that **type of apparatus** to qualify as a **driver/operator** of that vehicle.
- c. Effective XXX 1, 2006, a **driver/operator trainee** will be tested on both driving positions for tractor-drawn **Trucks** (i.e., driving the tractor and tillering the trailer) during the same certification process.
- d. Effective XXX 1, 2006, before a **driver/operator trainee** can train on a class "B" vehicle, he/she must successfully complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training program for Class "B" vehicles.
- e. Effective XXX 1, 2006, before a **driver/operator trainee** can train on a tractor-drawn **Truck**, he/she must successfully complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training program for Class "A" vehicles.
- f. The appropriate MCFRS Division Chief or designee must certify that all MCFRS **driver/operator trainees** comply with all applicable provisions of this policy before becoming **drivers/operators**.

Section 5.A. Application, Training, and Examination Procedure for New Drivers.

- a. A **driver/operator candidate** must submit an application/memo indicating his/her desire to become a **driver/operator trainee**. Division of Fire and Rescue Operations (DFRO) **personnel** must submit an application/memo to their Shift Captain, and Division of Volunteer Services (DVS) **personnel** must submit an application/memo to their designated LFRD Driver Training Coordinator. Each application will be processed and forwarded to the MCFRS **Driver Training Coordinator** at the **MCFRTA**. Each LFRD may designate its own LFRD Driver Training Coordinator, or may use the **MCFRTA Driver Training Coordinator**.
- b. The **MCFRTA Driver Training Coordinator** will review the request with the **candidate** and Shift Captain for DFRO **personnel**, and with the LFRD Driver Training Coordinator for DVS **personnel**, to ensure that the requirements below are met. This review will be completed while **personnel** are on duty at the **MCFRTA**.
 1. The **driver/operator candidate** must complete a review of this *Driver Certification Procedure*, Policy No. 23-07AMII.
 2. The **driver/operator candidate** must provide a copy of his/her current driver's license and driving record for the **MCFRTA Driver Training Coordinator's** review.
 - A. **Personnel** who have 5 points or more on their Maryland driver's license, or the equivalent points/penalty assessed on their valid out-of-state driver's license, will be denied driver training status until they have completed the Maryland Motor Vehicle Administration (MVA) requirement for a mandatory counseling session, or until they have completed the equivalent out-of-state penalty requirement.
 - B. A **driver/operator candidate** who has completed this mandatory requirement, and whose record indicates that he/she has less than 5 points may be granted driver training status.
 3. A prospective **driver/operator candidate** who is on probation before judgment, or who has been found guilty of an offense listed below because of his/her driving record within the previous five years, will be denied driver training status. These offenses are:
 - A. conviction of a drug- or alcohol-related driving offense;
 - B. refusal to submit to a Blood Alcohol Content test;
 - C. conviction for reckless driving;

- D. suspension, revocation, or administrative restrictions within the tracked time frame for the licensing state;
 - E. leaving the scene of a collision, as defined by law;
 - F. an at-fault fatal collision; or
 - G. conviction of a felony involving a motor vehicle.
- 4. A **driver/operator candidate** must be at least 19 years old.
- 5. A **driver/operator trainee** must have a valid and appropriate authorization from the Fire Chief or designee to drive **heavy duty apparatus**, including engines, trucks, and rescue squads, and a valid Class “C” non-provisional license for EMS units.
- 6. A **driver training preceptor/mentor** must be assigned to a **driver/operator trainee**.
- 7. The driver training plan must be developed, and a projected completion date established.
- 8. A **driver/operator trainee** must complete the **knowledge of response area** exam for the **type of apparatus** on which he/she is certifying, with a passing score of at least 70%, before scheduling the **practical exam**.
- 9. If a station has three **types of apparatus**, the **driver/operator trainee** must demonstrate **knowledge of response area** for *each type of apparatus* on which he/she is certifying.
- 10. A **driver/operator trainee** must maintain a current driving log for each vehicle on which he/she is training. This log will become part of the individual’s driver training record and will be included in his/her driver training portfolio.
- c. **Personnel** must obtain **EVOC certification** to **drive/operate** any vehicle on an emergency response.
- d. **Personnel** must complete at least three months of MCFRS affiliation before being permitted to operate a **utility/support vehicle**.
- e. A **driver/operator trainee** must notify the appropriate supervisor when the **driver/operator** is ready to take the **written exam** or the **practical exam**. All **personnel** must complete the web-based **written exam** application form and forward it to the MCFRTA **Driving Training Coordinator** to confirm an exam date.

1. The **written exam** will be administered at the **MCFRTA** at various times to accommodate all **personnel**, as announced by the **MCFRTA Driver Training Coordinator**. **DFRO personnel** must take the written exam during off-duty hours.
2. The **practical exam** will be scheduled at the **MCFRTA** by appointment, and at various times to accommodate all **personnel**. Every attempt will be made to schedule a **practical exam** for a **driver/operator trainee** in a timely manner, and the waiting period for a **practical exam** will not normally exceed 30 calendar days. However, due to the shift work cycle, the waiting period may exceed the 30-day goal.
3. All driver candidates must maintain a current driver training portfolio. On the day his/her practical exam is scheduled, the **driver/operator trainee** must bring his/her completed MCFRS driver training portfolio to the **Driver Training Coordinator** for review to ensure its completion. The Shift Captain or LFRD representative will complete this review while on duty with the trainee. Documents in the portfolio must include:
 - A. a copy of the trainee's MVA driving record;
 - B. a completed driving log;
 - C. a completed **driver/operator training competencies** checklist;
 - D. a completed and graded **knowledge of response area** test;
 - E. completed driver observations; and
 - F. the Driver Certification Form/Checklist.
- f. The **driver/operator trainee** must notify the appropriate supervisor when he/she is ready to take a **practical exam**. All **practical exams** must be scheduled through the **MCFRTA Driver Training Coordinator**.
- g. In MCFRS Divisions that have **specialty apparatus**, the affected MCFRS Division Chief or designee is responsible for providing a certification program for his/her respective **drivers/operators** on these **types of apparatus**. The certification program for specialty apparatus must be reviewed by the **MCFRTA Driver Training Coordinator**.
- h. A **Driver/operator** who is reassigned is considered to be **certified** only on the **emergency service apparatus** that is similar in **type and breed of apparatus** to those for which the **driver/operator** has completed the entire **certification** process.
- i. **Personnel** who are detailed to a station must be **certified** on the **type and breed of apparatus** that they are assigned to **drive/operate**.

- j. For the purpose of driver training, **Engine Tankers** are classified as **Tankers**.
- k. **Revocation of Driving Certification.** **Personnel** must not operate an **emergency service apparatus** if the individual's driver's license is suspended or revoked, or if the individual's permission to drive in Maryland on a valid out-of-state license is suspended or revoked. Driving **certification** may also be revoked for cause by an MCFRS Division Chief/designee for his/her respective subordinates. Determination of revocation for cause may be based on:
 - 1. failure to demonstrate required skills, knowledge, or ability;
 - 2. suspension or revocation of a valid motor vehicle operator's license; or
 - 3. an adverse recommendation from the MCFRS Collision Investigation Team.
- l. **Reinstatement to Certified Drivers List.** A MCFRS **driver/operator** whose **certification** has been revoked for cause may be required to repeat any portion of the driver certification process before being reinstated to the **Certified Drivers List**. MCFRS Division Chiefs may determine the appropriate action for their subordinates.

Section 5.B. Driver/Operator Certification Requirements for Specific Types of Apparatus

a. **Utility Vehicles.**

Prerequisites for Non-Emergency Response Driving:

- 1. Complete at least six months of MCFRS affiliation;
- 2. Successfully complete **MCFRTA EVOC** training;
- 3. Attain minimum age of 19 years.

b. **Staff Vehicles.**

Prerequisites for Non-Emergency Response Driving.

- 1. Complete at least 30 days of MCFRS affiliation
- 2. Attain minimum age of 19 years

c. **EMS Units.** **Personnel** must successfully complete the driver certification process for **EMS units** before certifying on other **emergency service apparatus** (**Engine, Truck, or Rescue Squad**). **Personnel** who are assigned to a station

that does not operate an **EMS unit** must arrange to certify on an **EMS unit** before certifying on an **Engine, Truck, Rescue Squad, or Tanker**.

Prerequisites:

1. Complete at least six months of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer I or EMS Provider I;
3. Obtain charge status on a BLS unit;
4. Successfully complete **MCFRTA EVOC** training; and
5. Attain minimum age of 19 years.

Required Training:

1. Successfully complete the **written exam** for **EMS unit driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
 2. Successfully demonstrate the ability to **drive/operate** an **EMS unit** on a closed cone course, as provided in the MCFRS **driver/operator** training program;
 3. Successfully complete at least twelve hours of practical driving experience with the **EMS unit** on public roadways;
 4. Successfully complete the MCFRS **driver/operator** training program for **EMS units** at the station or the **MCFRTA**;
 5. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least [80] 70%;
 6. Successfully complete the **knowledge of response area exam** administered at the station, with a passing score of at least 70%;
 7. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
 8. Complete the Driver Certification form/Check List, available from the **MCFRTA Driver Training Coordinator**.
- d. **Brush Trucks**. If a station has a **Brush Truck**, **personnel** must certify on that unit before training on an **Engine**.

Prerequisites:

1. Complete at least one year of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
3. Be **certified** as an **EMS unit driver/operator**;
4. Successfully complete the **MCFRTA Pumps and Hydraulics Course**; and
5. Successfully complete the **MCFRTA EVOC** training course.

Required Training:

1. Successfully complete the **written exam** for **Brush Truck driver/operator** administered at the **MCFRTA**, with a passing score of at least [80] 70%;
 2. Successfully demonstrate the ability to **drive/operate** a **Brush Truck** on a closed cone course at the station or the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
 3. Successfully complete the MCFRS **driver/operator** training program for **Brush Trucks** at the station or the **MCFRTA**;
 4. Successfully complete at least two hours of practical driving experience with the **Brush Truck** on public roadways, and two hours of driving off-road in 4-wheel drive mode;
 5. Successfully complete the **practical exam** for **Brush Truck driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
 6. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least 70%; and
 7. Complete the Driver Certification Form/Check List, available from the **MCFRTA Driver Training Coordinator**.
- e. **Engines**. Prerequisites for an **Engine** driver are indicated below. LFRD personnel assigned to the Bethesda-Chevy Chase Rescue Squad and the Wheaton Volunteer Rescue Squad are exempt from this requirement.

Prerequisites:

1. Complete at least two years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;

3. Be **certified** as an **EMS unit driver/operator** for one year;
4. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
5. Successfully complete the **MCFRTA Pumps and Hydraulics** training course;
6. Successfully complete the **MCFRTA EVOC** training course;
7. Successfully complete the **MCFRTA Class “A”/Class “B” Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy apparatus**, effective **XXX 1, 2006**; and
8. Attain minimum age of 20 years.

Required Training:

1. Successfully complete the **written exam** for **Engine driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate** an **Engine** on a closed cone course, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete at least twelve hours of practical driving experience with the **Engine** on public roadways;
4. Successfully complete the MCFRS **driver/operator** training program for **Engine driver/operator** at the station or **MCFRTA**;
5. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;
6. Successfully complete a **practical exam** for **Engine drivers/operators** administered at the **MCFRTA**, with a passing score of at least 70%;
7. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Complete the Driver Certification Form/Check List, available from the **MCFRTA Driver Training Coordinator**.

f. **Rescue Squads.**

Prerequisites:

1. Complete at least two years of MCFRS affiliation;
2. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
3. Obtain charge status on a BLS unit;
4. Successfully complete MCFRS **driver/operator** training at the station or **MCFRTA**;
5. Successfully complete the **MCFRTA** Rescue Technician/Vehicle Machinery Rescue training course;
6. Successfully complete the **MCFRTA EVOC** training course;
7. Successfully complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy apparatus**, effective **XXX 1, 2006** ; and
8. Attain minimum age of 20 years.

Required Training:

1. Successfully complete the **written exam** for **Rescue Squad driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate a Rescue Squad** on a closed cone course at the station or at the **MCFRTA**, as provided in the MCFRS **driver/operator training program**;
3. Successfully complete at least twelve hours of practical driving experience with the **Rescue Squad** on public roadways, if already a certified **Heavy Apparatus** driver;
4. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;
5. Successfully complete the MCFRS **driver/operator training** program for **Rescue Squad driver/operator**;
6. Successfully complete a **practical exam** for **Rescue Squad driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;

7. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Complete the Driver Certification Form/Check List, available from the **MCFRTA Driver Training Coordinator**.

g. **Trucks/Towers/Quints.**

Prerequisites:

1. Complete at least two years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;
3. Be **certified** as an **EMS unit driver/operator** for two years;
4. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
5. Successfully complete the **MCFRTA Pumps and Hydraulics** training course;
6. Successfully complete the **MCFRTA Aerial Operators** training course at the station or the **MCFRTA**;
7. Successfully complete the **MCFRTA EVOC** training course; and
8. Successfully complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training course required for personnel who are not currently certified to drive **heavy apparatus**, effective **XXX 1, 2006**.

Required Training:

1. Successfully complete the **written exam** for **Truck/Tower driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
2. Successfully demonstrate the ability to **drive/operate a Truck/Tower** on a closed cone course at the station or the **MCFRTA**, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete at least twelve hours of practical driving experience with the **Truck/Tower** on public roadways;

4. Successfully complete a **practical exam** for **Truck/Tower driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
5. Successfully complete the MCFRS **driver training** program for **Truck/Tower driver/operator** at the station or the **MCFRTA**;
6. Successfully complete the **knowledge of response area** exam administered at the station, with a passing score of at least 70%;
7. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least 70%;
8. Successfully demonstrate **driver/operator** skills on at least ten emergency incident responses; and
9. Complete the Driver Certification Form/Check List, available from the **MCFRTA Driver Training Coordinator**.

h. **Tankers/Engine Tankers.**

Prerequisites:

1. Complete at least [four] three years of MCFRS affiliation;
2. Obtain charge status on a BLS unit;
3. Be **certified** as an **EMS unit driver/operator** for three years;
4. Be certified as an **Engine driver/operator** for one year;
5. Be **IECS-certified** as an MCFRS Firefighter/Rescuer II;
6. Successfully complete the **MCFRTA Pumps and Hydraulics** training course;
7. Successfully complete the **MCFRTA EVOC** training course;
8. Successfully complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training course, if applicable; and
9. Attain minimum 22 years of age

Required Training:

1. Successfully complete the **written exam** for **Engine driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;

2. Successfully demonstrate the ability to **drive/operate** a **Tanker** on a closed cone course, as provided in the MCFRS **driver/operator** training program;
3. Successfully complete a **practical exam** for **Tanker driver/operator** administered at the **MCFRTA**, with a passing score of at least 70%;
4. Successfully complete at least twelve hours of practical driving experience with the **Tanker** on public roadways;
5. Successfully complete the MCFRS **driver/operator** training program for **Tanker driver/operator**, at the station or the **MCFRTA**;
6. Successfully complete the current NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications* driving evaluation administered at the **MCFRTA**, with a passing score of at least **70%**; and
7. Complete the Driver Certification Form/Check List, available from the **MCFRTA Driver Training Coordinator**.

Section 5. C. Incumbent Driver Training Process. A MCFRS **driver/operator** must not drive/operate any **type or breed of apparatus** for which that **driver/operator** has not received the appropriate level of training. (NFPA 1451 *Fire Service Vehicle Operations Training Program*, Section 4.3.6.1)

- a. The **Apparatus Section Chief** or designee will provide and maintain a list of MCFRS apparatus on which an incumbent driver must train/certify, before that driver may operate that **type or breed of apparatus** in emergency mode.
- b. Station Commanders must maintain a list of apparatus training competencies, using the format provided by the **Driver Training Coordinator**, specific to each unit assigned to that station. Station Commanders must have each incumbent driver complete a **familiarization checkout** or **performance operational check-out**, as required by the **Apparatus Section Chief**, before that driver may operate a unit in emergency mode
 1. The **familiarization check-out** must include:
 - A. a daily and pre-trip inspection;
 - B. reviewing equipment and inventory;
 - C. demonstrating placing the unit in pump gear (for **Engines**);
 - D. demonstrating placing the unit into operation (for **Aerial Apparatus**);
 - E. demonstrating emergency operations;
 - F. demonstrating the operation of all on-board power equipment;
 - G. reviewing procedures for leaving the station (garage door and traffic control devices); and

- H. demonstrating the ability to drive the unit on a 10-mile road course in the station's first due area.
2. The **performance operational check-out** must include:
- A. a daily and pre-trip inspection;
 - B. reviewing equipment and inventory;
 - C. demonstrating placing the unit in pump gear (for **Engines**);
 - D. demonstrating placing the unit into operation (for **Aerial Apparatus**);
 - E. demonstrating emergency operations;
 - F. demonstrating the operation of all on-board power equipment;
 - G. reviewing procedures for leaving the station (garage door and traffic control devices);
 - H. successfully completing the cone course exercise; and
 - I. demonstrating the ability to drive the unit for a minimum of 10-12 hours on public roads for straight chassis vehicles, or a minimum of 12 hours for tractor trailers.
- c. An Incumbent Class "B" aerial operator with a Class "B" or out-of-state equivalent license must complete the **MCFRTA Class "A"/Class "B" Apparatus Driver** training course for Class "A" apparatus before training on a tractor-drawn **Truck**.
 - d. An incumbent **driver/operator** who is **certified** and normally assigned to **drive/operate** one specific **breed of apparatus** (e.g., a *Seagrave Engine*) must complete a **familiarization check-out** before being authorized to **drive/operate** a different **breed of apparatus** (e.g., a *Pierce Engine*). Classifications of **breeds of apparatus** will be provided by the **Apparatus Section Chief** or designee.
 - e. To be **certified** on different **breeds of apparatus** that meet the criteria in Sec. 5.d. above, the **driver/operator** must complete a **performance operational check-out**, as recommended by the apparatus manufacturer for **drivers/operators** when new apparatus is delivered, or as directed by the **Apparatus Section Chief**.
 - f. A **driver/operator** must inform the station officer in charge if he/she has been assigned to drive a **breed of apparatus** that the **driver/operator** has not yet been **trained/certified** to **drive/operate**.

Section 5. D. Maintaining Driving Certification

- a. The MCFRS Safety Chief will maintain a list of all **drivers/operators** who are **certified** to **drive/operate emergency service apparatus**, including the **type and breed of apparatus** they are **certified** to **drive/operate**.
- b. Each MCFRS **driver/operator** must provide immediate written notification to his/her appropriate Division Chief, through the chain of command, if the

driver/operator's Maryland driver's license, or valid out-of-state drivers license, has been suspended or revoked, or if the **driver/operator** has 5 points or more on his/her Maryland driver's license, or if an equivalent penalty has been assessed against his/her valid out-of-state license. The **driver/operator** must also provide immediate written notification to his/her appropriate Division Chief through the chain of command if the **driver/operator** is required to report to the Maryland MVA for a mandatory hearing, or if the **driver/operator** has been assessed an equivalent penalty by another state's MVA.

- c. A **driver/operator** who is on probation before judgment, or who has been found guilty of an offense listed below on his/her driving record within the previous five years, as applicable, will be denied driving status. These offenses are indicated in Sec. 5.A.b.3. above.
- d. All MCFRS **drivers/operators** must successfully complete an annual medical evaluation at FROMS to maintain their driver **certification**.

Section 5. E. Driver Incident/Collision Disposition and Remedial Action.

- a. A MCFRS **driver/operator** who is involved in a driving-related incident or collision involving an MCFRS vehicle must immediately notify the appropriate supervisor(s).
- b. The collision investigator must notify the MCFRS Safety Chief or designee, and after consultation, make a determination regarding whether to place the **driver/operator** in non-driving status.
- c. Within fourteen calendar days of the driving incident/collision, the MCFRS Safety Officer or designee will conduct an intake interview of the **driver/operator** involved in the driving incident/collision to make a determination for a remedial training plan.
- d. All documentation concerning the intake interview must remain confidential, and will not be used or referenced to evaluate the **driver/operator's** job performance, assess the **driver/operator's** qualifications regarding the promotional process, or used in the **driver/operator's** disciplinary action.
- e. Within thirty calendar days of the **driver/operator's** intake interview, the Safety Officer or designee will:
 - 1. reinstate the **driver/operator/s** driving privileges; or
 - 2. assign a remedial driving plan to the **driver/operator**; or
 - 3. suspend the **driver/operator's** driving privileges for cause, pending the successful completion of a remedial driving plan. If the **driver/operator** is assigned a remedial driving plan, his/her driving privileges may be

suspended pending the successful completion of that remedial driving plan.

- f. On the determination of the MCFRS Safety Officer or designee, under Section 5.E.e., above, the Safety Officer or designee will provide the IAFF with notice under Article 40, Section 40.1 of the IAFF's agreement for career personnel, and appropriate LFRD chief for LFRD personnel.
- g. If a driving-related incident or collision involves severe personal injury or death, the rights and privileges provided to MCFRS members under this section may be suspended, pending the outcome of a criminal and/or Departmental investigation.

Section 5.F. Driver Refresher Requirements. Beginning in **DATE, 200X**, all MCFRS **drivers/operators** must successfully complete an annual defensive driver refresher training program.

Section 6. Responsibilities.

- a. The MCFRS Division Chiefs or their designee(s) must ensure that their subordinates successfully complete the driver certification process, and demonstrate their **knowledge of the response area** before being **certified as drivers/operators of emergency service apparatus**.
- b. The MCFRS Safety Section Chief must develop and maintain a **Certified Drivers List** of all **personnel** who are **certified to drive/operate emergency service apparatus**, including specifying the **types and breeds of apparatus** they are **certified to drive/operate**.
- c. Station Commanders and LFRD representatives must develop a **knowledge of response area** test for the **emergency service apparatus** assigned to their respective stations. The **knowledge of response area** test must include fifty questions, and may include geographic features, streets, landmarks, buildings, hospitals, water supply sources, and where appropriate, locations outside the first due area.
- d. The **MCFRTA Training Officer** or designee must develop, distribute, and maintain **MCFRTA driver/operator training competencies** for every **type of apparatus** operated in the MCFRS.
- e. A new **driver/operator** must demonstrate his/her **knowledge of response area** when certifying on another **type or breed of apparatus** at a different station. The **knowledge of response area** test must be appropriate for the station to which that the **type or breed of apparatus** is assigned.
- f. Each MCFRS **driver/operator** must provide immediate written notification to his/her appropriate Division Chief, through the chain of command, if the **driver/operator's** Maryland driver's license, or valid out-of-state drivers license, has been suspended or revoked, or if the **driver/operator** has 5 points or more

on his/her Maryland driver's license, or if an equivalent penalty has been assessed against his/her valid out-of-state license. The **driver/operator** must also provide immediate written notification to his/her appropriate Division Chief through the chain of command if the **driver/operator** is required to report to the Maryland MVA for a mandatory hearing, or if the **driver/operator** has been assessed an equivalent penalty by another state's MVA.

- g. A **driver/operator** who is on probation before judgment, or who has been found guilty regarding an offense listed in Section 5.A.b.c. above on his/her driving record within the previous five years, will be denied driving status.
- h. Each **driver/operator trainee** must complete all components of the **driver/operator** training program outlined in Sections 5.A. and 5.B. of this policy for the **type of apparatus** on which he/she is certifying.

Section 7. **Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies, procedures, and regulations of the Montgomery County Fire and Rescue Service.

Section 8. **Effective date.** This policy is effective on

Approved:

Thomas W. Carr, Jr., Chief
Montgomery County Fire and Rescue Service

Date

driver certification procedure bf wp 4-24-06